

GRANT APPLICATION

TITLE X REGION VI - DALLAS

INFORMATION, EDUCATION, AND CLINICAL SERVICES LINKAGE INNOVATIONS RESEARCH PROJECT



***DEPARTMENT OF HEALTH & HUMAN SERVICES
OFFICE OF POPULATION AFFAIRS
OFFICE OF FAMILY PLANNING
GRANTS MANAGEMENT OFFICE***

***DHHS/REGION VI
Office of Grants Management
for Family Planning
1301 Young Street, Suite 766
Dallas, TX 75202***

May 4, 1998

Dear Colleague:

In response to your request, we have enclosed an application kit for the Family Planning Information, Education and Clinical Services Linkage Innovations Research Project grant supported by the Region VI Office of Family Planning (OFP).

The deadline for receipt of applications is **June 15, 1998**.

The application kit contains the Announcement of Availability of a Grant for a Family Planning Information, Education and Clinical Services Linkage Innovations Research Project, a copy of the Title X legislation authorizing the program, and the necessary forms and instructions. Among these are a check-list containing recommended format for the application and supplemental information addressing items to be included in the application.

We recommend that applicants be concise while fulfilling all requirements. Applications should be limited to 50 single-spaced pages, not including appendices. Please note that an original and two (2) copies must be submitted.

Completed applications should be sent to:

Director
Office of Grants Management
for Family Planning Services
1301 Young St., Suite 766
Dallas, TX 75202

The grant award will be issued no later than September 30, 1998.

If you have questions regarding to fiscal, administrative or business matters, you may contact Maudeen Pickett, OFP Grants Management Officer, at (214) 767-.3401. If you need additional program information, please contact Evelyn Glass, Region VI Family Planning Program Unit Chief, at (214) 767-3088.

We appreciate your interest in the Region VI Family Planning Program and look forward to receiving your application.

Sincerely,

/s/

James Doss
Acting Regional Health Administrator

Enclosures:

1. Announcement of Funding Availability for a Family Planning Information, Education, and Clinical Services Linkage Innovations Research Project
2. Title X of the Public Health Service Act
3. 42 CFR Part 59A-Grants for Family Planning Services
4. Application Check-List
5. Supplemental Information and Instructions for Preparing Grant Application
6. Application Consideration and Assessment
7. Title X Assurance of Compliance
8. Grant Application Form 5161-1 (Revised 5/96)
9. Application Receipt Record

TITLE X - POPULATION RESEARCH AND VOLUNTARY FAMILY PLANNING PROGRAMS

PROJECT GRANTS AND CONTRACTS FOR FAMILY PLANNING SERVICES

SEC. 1001 [300]

(a)The Secretary is authorized to make grants to and enter into contracts with public or nonprofit private entities to assist in the establishment and operation of voluntary family planning projects which shall offer a broad range of acceptable and effective family planning methods and services (including natural family planning methods, infertility services, and services for adolescents). To the extent practicable, entities which receive grants or contracts under this subsection shall encourage family participation in projects assisted under this subsection.

(b)In making grants and contracts under this section the Secretary shall take into account the number of patients to be served, the extent to which family planning services are needed locally, the relative need of the applicant, and its capacity to make rapid and effective use of such assistance. Local and regional entities shall be assured the right to apply for direct grants and contracts under this section, and the Secretary shall by regulation fully provide for and protect such right.

(c)The Secretary, at the request of a recipient of a grant under subsection (a), may reduce the amount of such grant by the fair market value of any supplies or equipment furnished the grant recipient by the Secretary. The amount by which any such grant is so reduced shall be available for payment by the Secretary of the costs incurred in furnishing the supplies or equipment on which the reduction of such grant is based. Such amount shall be deemed as part of the grant and shall be deemed to have been paid to the grant recipient.

(d)For the purpose of making grants and contracts under this section, there are authorized to be appropriated \$30,000,000 for the fiscal year ending June 30, 1971; \$60,000,000 for the fiscal year ending June 30, 1972; \$111,500,000 for the fiscal year ending June 30, 1973, \$111,500,000 each for the fiscal years ending June 30, 1974, and June 30, 1975; \$115,000,000 for fiscal year 1976; \$115,000,000 for the fiscal year ending September 30, 1977; \$136,400,000 for the fiscal year ending September 30, 1978; \$200,000,000 for the fiscal year ending September 30, 1979; \$230,000,000 for the fiscal year ending September 30, 1980; \$264,500,000 for the fiscal year ending September 30, 1981; \$126,510,000 for the fiscal year ending September 30, 1982; \$139,200,000 for the fiscal year ending September 30, 1983; \$150,030,000 for the fiscal year ending September 30, 1984; and \$158,400,000 for the fiscal year ending September 30, 1985.

FORMULA GRANTS TO STATES FOR FAMILY PLANNING SERVICES

SEC. 1002 [300a]

(a)The Secretary is authorized to make grants, from allotments made under subsection (b), to State health authorities to assist in planning, establishing, maintaining, coordinating, and evaluating family planning services. No grant may be made to a State health authority under this section unless such authority has submitted, and had approved by the Secretary, a State plan for a coordinated and comprehensive program of family planning services.

(b)The sums appropriated to carry out the provisions of this section shall be allotted to the States by the Secretary on the basis of the population and the financial need of the respective States.

(c)For the purposes of this section, the term "State" includes the Commonwealth of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, the Virgin Islands, the District of Columbia, and the Trust Territory of the Pacific Islands.

(d)For the purpose of making grants under this section, there are authorized to be appropriated \$10,000,000 for the fiscal year ending June 30, 1971; \$15,000,000 for the fiscal year ending June 30, 1972; and \$20,000,000 for the fiscal year ending June 30, 1973.

TRAINING GRANTS AND CONTRACTS; AUTHORIZATION OF APPROPRIATIONS

SEC. 1003 [300a-1]

(a) The Secretary is authorized to make grants to public or nonprofit private entities and to enter into contracts with public or private entities and individuals to provide the training for personnel to carry out family planning service programs described in section 1001 or 1002 of this title.

(b) For the purpose of making payments pursuant to grants and contracts under this section, there are authorized to be appropriated \$2,000,000 for the fiscal year ending June 30, 1971; \$3,000,000 for the fiscal year ending June 30, 1972; \$4,000,000 for the fiscal year ending June 30, 1973; \$3,000,000 each for the fiscal years ending June 30, 1974 and June 30, 1975; \$4,000,000 for fiscal year ending 1976; \$5,000,000 for the fiscal year ending September 30, 1977; \$3,000,000 for the fiscal year ending September 30, 1978; \$3,100,000 for the fiscal year ending September 30, 1979; \$3,600,000 for the fiscal year ending September 30, 1980; \$4,100,000 for the fiscal year ending September 30, 1981; \$2,920,000 for the fiscal year ending September 30, 1982; \$3,200,000 for the fiscal year ending September 30, 1983; \$3,500,000 for the fiscal year ending September 30, 1984; and \$3,500,000 for the fiscal year ending September 30, 1985.

RESEARCH

SEC. 1004 [300a-2]

The Secretary may -

(1) conduct, and

(2) make grants to public or nonprofit private entities and enter into contracts with public or private entities and individuals for projects for, research in the biomedical, contraceptive development, behavioral, and program implementation fields related to family planning and population.

INFORMATIONAL AND EDUCATIONAL MATERIALS

SEC. 1005 [300a-3]

(a) The Secretary is authorized to make grants to public or nonprofit private entities and to enter into contracts with public or private entities and individuals to assist in developing and making available family planning and population growth information (including educational materials) to all persons desiring such information (or materials).

(b) For the purpose of making payments pursuant to grants and contracts under this section, there are authorized to be appropriated \$750,000 for the fiscal year ending June 30, 1971; \$1,000,000 for the fiscal year ending June 30, 1972; \$1,250,000 for the fiscal year ending June 30, 1973; \$909,000 each for the fiscal years ending June 30, 1974, and June 30, 1975; \$2,000,000 for fiscal year 1976; \$2,500,000 for the fiscal year ending September 30, 1977; \$600,000 for the fiscal year ending September 30, 1978; \$700,000 for the fiscal year ending September 30, 1979; \$805,000 for the fiscal year ending September 30, 1980; \$926,000 for the fiscal year ending September 30, 1981; \$570,000 for the fiscal year ending September 30, 1982; \$600,000 for the fiscal year ending September

30, 1983; \$670,000 for the fiscal year ending September 30, 1984; and \$700,000 for the fiscal year ending September 30, 1985.

REGULATIONS AND PAYMENTS

SEC. 1006 [300a-4]

(a) Grants and contracts made under this subchapter shall be made in accordance with such regulations as the Secretary may promulgate. The amount of any grant under any section of this title shall be determined by the Secretary; except that no grant under any such section for any program or project for a fiscal year beginning after June 30, 1975, may be made for less than 90 per centum of its costs (as determined under regulations of the Secretary) unless the grant is to be made for a program or project for which a grant was made (under the same section) for the fiscal year ending June 30, 1975, for less than 90 per centum of its costs (as so determined), in which case a grant under such section for that program or project for a fiscal year beginning after that date may be made for a percentage which shall not be less than the percentage of its costs for which the fiscal year 1975 grant was made.

(b) Grants under this title shall be payable in such installments and subject to such conditions as the Secretary may determine to be appropriate to assure that such grants will be effectively utilized for the purposes for which made.

(c) A grant may be made or contract entered into under section 1001 or 1002 for a family planning service project or program only upon assurances satisfactory to the Secretary that--

(1) priority will be given in such project or program to the furnishing of such services to persons from low-income families; and

(2) no charge will be made in such project or program for services provided to any person from a low-income family except to the extent that payment will be made by a third party (including a government agency) which is authorized or is under legal obligation to pay such charge.

For purposes of this subsection, the term "low-income family" shall be defined by the Secretary in accordance with such criteria as he may prescribe so as to insure that economic status shall not be a deterrent to participation in the programs assisted under this title.

(d)(1) A grant may be made or a contract entered into under section 1001 or 1005 only upon assurances satisfactory to the Secretary that informational or educational materials developed or made available under the grant or contract will be suitable for the purposes of this title and for the population or community to which they are to be made available, taking into account the educational and cultural background of the individuals to whom such materials are addressed and the standards of such population or community with respect to such materials.

(2) In the case of any grant or contract under section 1001, such assurances shall provide for the review and approval of the suitability of such materials, prior to their distribution, by an advisory committee established by the grantee or contractor in accordance with the Secretary's regulations. Such a committee shall include individuals broadly representative of the population or community to which the materials are to be made available.

VOLUNTARY PARTICIPATION

SEC. 1007 [300a-5]

The acceptance by any individual of family planning services or family planning or population growth information (including educational materials) provided through financial assistance under this title (whether by grant or contract) shall be voluntary and shall not be a prerequisite to eligibility for or receipt of any other service or assistance from, or to participation in, any other program of the entity or individual that provided such service or information.

PROHIBITION OF ABORTION

SEC. 1008 [300a-6]

None of the funds appropriated under this title shall be used in programs where abortion is a method of family planning.

PLANS AND REPORTS

SEC 1009

(a) Not later than seven months after the close of each fiscal year, the Secretary shall make a report to the Congress setting forth a plan to be carried out over the next five fiscal years for -

- (1) extension of family planning services to all persons desiring such services,
- (2) family planning and population research programs,
- (3) training of necessary manpower for the programs authorized by this title and other Federal laws for which the Secretary has responsibility and which pertain to family planning, and
- (4) carrying out the other purposes set forth in this title and the Family Planning Services and Population Research Act of 1970.

(b) Such a plan shall, at a minimum, indicate on a phased basis--

(1) the number of individuals to be served by family planning programs under this title and other Federal laws for which the Secretary has responsibility, the types of family planning and population growth information and educational materials to be developed under such laws and how they will be made available, the research goals to be reached under such laws, and the manpower to be trained under such laws;

(2) an estimate of the costs and personnel requirements needed to meet the purposes of this title and other Federal laws for which the Secretary has responsibility and which pertain to family planning programs; and

(3) the steps to be taken to maintain a systematic reporting system capable of yielding comprehensive data on which service figures and program evaluations for the Department of Health and Human Services shall be based.

(c) Each report submitted under subsection (a) shall--

(1) compare results achieved during the preceding fiscal year with the objectives established for such year under the plan contained in the previous such report;

(2) indicate steps being taken to achieve the objectives during the fiscal years covered by the plan contained in such report and any revisions to plans in previous reports necessary to meet these objectives; and

(3) make recommendations with respect to any additional legislative or administrative action necessary or desirable in carrying out the plan contained in such report.

PART 59--GRANTS FOR FAMILY PLANNING SERVICES

**Subpart A--Project Grants
for Family Planning Services**

Sec.

59.1 To what programs do these regulations apply?

59.2 Definitions.

59.3 Who is eligible to apply for a family planning services grant?

59.4 How does one apply for a family planning services grant?

59.5 What requirements must be met by a family planning project?

59.6 What procedures apply to assure the suitability of informational and educational material?

59.7 What criteria will the Department of Health and Human Services (HHS) use to decide which family planning services projects to fund and in what amount?

59.8 How is a grant awarded?

59.9 For what purposes may grant funds be used?

59.10 What other HHS regulations apply to grants under this subpart?

59.11 Confidentiality.

59.12 Inventions or discoveries

59.13 Additional conditions.

Authority: The provisions of this Subpart A are issued under sec. 6(c), 84 Stat. 1507, 42 U.S.C. 300a-4; sec 6(c), 84 Stat. 1506 42 U.S.C. 300.

Source: Federal Register/Vol. 45 No. 108/Tuesday, June 3, 1980/Rules and Regulations

§ 59.1 To what programs do these regulations apply?

The regulations of this subpart are applicable to the award of grants under section 1001 of the Public Health Service Act (42 U.S.C. 300) to assist in the establishment and operation of voluntary family planning projects. These projects shall consist of the educational, comprehensive medical, and social services necessary to aid individuals to determine freely the number and spacing of their children.

§59.2 Definitions.

As used in this subpart:

"Act" means the Public Health Service Act, as amended.

"Family" means a social unit composed of one person, or two or more persons living together, as a household.

"Low income family" means a family whose total annual income does not exceed 100 percent of the most recent Community Services Administration Income Poverty Guidelines (45 CFR 1060.2).

"Low-income family" also includes members of families whose annual family income exceeds this amount, but who, as determined by the project director, are unable, for good reasons, to pay for family planning services. For example, unemancipated minors who wish to receive services on a confidential basis must be considered on the basis of their own resources.

"Nonprofit," as applied to any private agency, institution, or organization, means that no part of the entity's net earnings benefit, or may lawfully benefit, any private shareholder or individual.

"Secretary" means the Secretary of Health and Human Services and any other officer or employee of the Department of Health and Human Services to whom the authority involved has been delegated.

"State" means one of the 50 States, the District of Columbia, Puerto Rico, Guam, the Virgin Islands, American Samoa, Northern Marianas, or the Trust Territory of the Pacific Islands.

§ 59.3 Who is eligible to apply for a family planning services grant?

Any public or nonprofit private entity in a State may apply for a grant under this subpart.

§ 59.4 How does one apply for a family planning services grant?

(a) Application for a grant under this subpart shall be made on an authorized form.

(b) An individual authorized to act for the applicant and to assume on behalf of the applicant the obligations

imposed by the terms and conditions of the grant, including the regulations of this subpart, must sign the application.

(c) The application shall contain-

(1) a description, satisfactory to the Secretary, of the project and how it will meet the requirements of this subpart;

(2) a budget and justification of the amount of grant funds requested;

(3) a description of the standards and qualifications which will be required for all personnel and for all facilities to be used by the project; and

(4) such other pertinent information as the Secretary may require.

§ 59.5 What requirements must be met by a family planning project?

(a) Each project supported under this subpart must:

(1) Provide a broad range of acceptable and effective medically approved family planning methods (including natural family planning methods) and services (including infertility services and services for adolescents). If an organization offers only a single method of family planning, such as natural family planning, it may participate as part of a project as long as the entire project offers a broad range of family planning services.

(2) Provide services without subjecting individuals to any coercion to accept services or to employ or not to employ any particular methods of family planning. Acceptance of services must be solely on a voluntary basis and may not be made a prerequisite to eligibility for, or receipt of, any other service, assistance from or participation in any other program of the applicant.²

(3) Provide services in a manner which protects the dignity of the individual.

(4) Provide services without regard to religion, race, color, national origin, handicapping condition, age, sex, number of pregnancies, or marital status.

(5) Not provide abortions as a method of family planning.

(6) Provide that priority in the provision of services will be given to persons from low income families.

(7) Provide that no-charge will be made for services provided to any person from a low-income family except to the extent that payment will be made by a third party (including a Government agency) which is authorized to or is under legal obligation to pay this charge.

(8) Provide that charges will be made for services to persons other than those from low-income families in accordance with a schedule of discounts based on ability to pay, except that charges to persons from families whose annual income exceeds 250 percent of the levels set forth in the most recent CSA Income Poverty Guidelines (45 CFR 1060.2) will be made in accordance with a schedule of fees designed to recover the reasonable cost of providing services.

² Section 205 of Pub. L 94-63 states: "Any (1) officer or employee of the United States (2) officer or employee of any State, political subdivision of a State, or any other entity, which administers or supervises the administration of any program receiving Federal financial assistance or (3) person who receives, under any program receiving Federal assistance, compensation for service, who coerces or endeavors to coerce any person to undergo an abortion or sterilization procedure, by threatening such person with the loss of, or disqualification for the receipt of any benefit or service under a program receiving Federal financial assistance shall be fined not more than \$1,000 or imprisoned for not more than one year, or both."

(9) If a third party (including a Government agency) is authorized or legally obligated to pay for services, all reasonable efforts must be made to obtain the third-party payment without application of any discounts. Where the cost of services is to be reimbursed under title XIX or title XX of the Social Security Act, a

written agreement with the title XIX or title XX agency is required.

(10)(i) Provide that if an application relates to consolidation of service areas or health resources or would otherwise affect the operations of local or regional entities, the applicant must document that these entities have been given, to the maximum feasible extent, an opportunity to participate in the development of the application. Local and regional entities include existing or potential subgrantees which have previously provided or propose to provide family planning services to the area proposed to be served by the applicant.

(ii) Provide an opportunity for maximum participation by existing or potential subgrantees in the ongoing policy decision making of the project.

(11) Provide for an Advisory Committee as required by §59.6.

(b) In addition to the requirements of subsection (a) of this section, each project must meet each of the following requirements unless the Secretary determines that the project has established good cause for its omission. Each project must:

(1) Provide for medical services related to family planning (including physician's consultation, examination prescription, and continuing supervision, laboratory examination, contraceptive supplies) and necessary referral to other medical facilities when medically indicated, and provide for the effective usage of contraceptive devices and practices.

(2) Provide for social services related to family planning, including counseling, referral to and from other social and medical service agencies, and any ancillary services which may be necessary to facilitate clinic attendance.

(3) Provide for informational and educational programs designed to (i) achieve community understanding of the objectives of the program, (ii) inform the community of the availability of services, and (iii) promote continued participation in the project by persons to whom family planning services may be beneficial.

(4) Provide for orientation and inservice training for all project personnel.

(5) Provide services without the imposition of any durational residency requirement or requirement that the patient be referred by a physician.

(6) Provide that family planning medical services will be performed under the direction of a physician with special training or experience in family planning.

(7) Provide that all services purchased for project participants will be authorized by the project director or his designee on the project staff.

(8) Provide for coordination and use of referral arrangements with other providers of health care services, local health and welfare departments, hospitals, voluntary agencies, and health services projects supported by other Federal programs.

(9) Provide that if family planning services are provided by contract or other similar arrangements with actual providers of services, services will be provided in accordance with a plan which establishes rates and methods of payment for medical care. These payments must be made under agreements with a schedule of rates and payment procedures maintained by the grantee. The grantee must be prepared to substantiate that these rates are reasonable and necessary.

(10) Provide, to the maximum feasible extent, an opportunity for participation in the development, implementation and evaluation of the project by persons broadly representative of all significant elements of the population to be served, and by others in the community knowledgeable about the community's needs for family planning services.

§ 59.6 What procedures apply to assure the suitability of informational and educational material?

(a) A grant under this section may be made only upon assurances satisfactory to the Secretary that the project shall provide for the review and approval of informational and educational materials developed or made available under the project by an Advisory Committee prior to their

distribution, to assure that the materials are suitable for the population or community to which they are to be made available and the purposes of title X of the Act. The project shall not disseminate any such materials which are not approved by the Advisory Committee.

(b) The Advisory Committee referred to in subsection (a) of this section shall be established as follows:

(1) Size. The Committee shall consist of no fewer than five but not more than nine members, except that this provision

may be waived by the Secretary for good cause shown,

(2) Composition. The Committee shall include individuals broadly representative (in terms of demographic factors such as race, color, national origin, handicapped condition, sex, and age) of population or community for which the materials are intended.

(3) Function. In reviewing materials, the Advisory Committee shall:

(i) Consider the educational and cultural backgrounds of individuals to whom the materials are addressed;

(ii) Consider the standards of the population or community to be served with respect to such materials;

(iii) Review the content of the material to assure that the information is factually correct;

(iv) Determine whether the material is suitable for the population or community to which it is to be made available; and

(v) Establish a written record of its determinations.

§ 59.7 What criteria will Health and Human Services use to decide which family planning services projects to fund and in what amount?

(a) Within the limits of funds available for these purposes, the Secretary may award grants for the establishment and operation of those projects which will in the Department's judgment best promote the purposes of section 1001 of the Act, taking into account:

(1) The number of patients and, in particular, the number of low-income patients to be served;

(2) The extent to which family planning services are needed locally;

(3) The relative need of the applicant;

(4) The capacity of the applicant to make rapid and effective use of the Federal assistance;

(5) The adequacy of the applicant's facilities and staff;

(6) The relative availability of non-Federal resources within the community to be served and the degree to which those resources are committed to the project; and

(7) The degree to which the project plan adequately provides for the requirements set forth in these regulations.

(b) The Secretary shall determine the amount of any award on the basis of his estimate of the sum necessary for the performance of the project. No grant may be made for less than 90 percent of the project's costs, as so estimated, unless the grant is to be made for a project which was supported, under section 1001, for less than 90 percent of its costs in fiscal year 1975. In that case, the grant shall not be for less than the percentage of costs covered by the grant in fiscal year 1975.

(c) No grant may be made for an amount equal to 100 percent of the project's estimated costs.

§ 59.8 How is a grant awarded?

(a) The notice of grant award specifies how long HHS intends to support the project without requiring the project to re compete for funds. This period, called the project period, will usually be for 3 to 5 years.

(b) Generally the grant will initially be for 1 year and subsequent continuation awards will also be for 1 year at a time. A grantee must submit a separate application to have the support continued for each subsequent year. Decisions regarding continuation awards and the funding level of such awards will be made after consideration of such factors as the grantee's progress and management practices, and the availability of funds. In all cases, continuation awards require a determination by HHS that continued funding is in the best interest of the Government.

(c) Neither the approval of any application nor the award of any grant commits or obligates the United States in any way to make any additional, supplemental, continuation, or other award with respect to any approved application or portion of an approved application.

§ 59.9 For what purpose may grant funds be used?

Any funds granted under this subpart shall be expended solely for the purpose for which the funds were granted in accordance with the approved application and budget, the regulations of this subpart, the terms and conditions of the award, and the applicable cost principles prescribed in Subpart Q of 45 CFR Part 74.

§ 59.10 What other HHS regulations apply to grants under this subpart?

Attention is drawn to the following HHS Department-wide regulations which apply to grants under this subpart. These include;

42 CFR Part 50--PHS Informal Grant Appeals Procedure

45 CFR Part 16--Department Grant Appeals Process

45 CFR Part 19--Limitation on Payments or Reimbursements for Drugs

45 CFR Part 74-Administration of Grants

45 CFR Part 80--Nondiscrimination Under Programs Receiving Federal Assistance Through the Department of Health and Human Services' Implementation of Title VI of the Civil Rights Act of 1964

45 CFR Part 81--Practice and Procedures for Hearings Under Part 80

45 CFR Part 84--Nondiscrimination on the basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance

45 CFR Part 90--Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance.

42 CFR Part 122, Subpart E -- Health System Agency Reviews of Certain Proposed Uses of Federal Health Funds.

§ 59.11 Confidentiality.

All information as to personal facts and circumstances obtained by the project staff about individuals receiving services must be held confidential and must not be disclosed without the individual's consent, except as may be necessary to provide services to the patient or as required by law, with appropriate safeguards for confidentiality. Otherwise, information may be disclosed only in summary, statistical, or other form which does not identify particular individuals.

§ 59.12 Inventions or discoveries

(a) A project grant award is subject to the regulations of HHS as set forth in 45 CFR Parts 6 and 8, as amended. These regulations shall apply to any activity of the project for which grant funds are used, whether the activity is part of an approved project or is an unexpected byproduct of that project

(b) The grantee and the Secretary shall take appropriate measures to assure that no contracts, assignments, or other arrangements inconsistent with the grant obligation are continued or entered into and that all personnel involved in the grant activity are aware of and comply with such obligations.

§ 59.13 Additional conditions.

The Secretary may, with respect to any grant, impose additional conditions prior to or at the time of any award, when in the Department's judgment these conditions are necessary to assure or protect advancement of the approved program, the interests of public health, or the proper use of grant funds.

APPLICATION CHECK-LIST

Family Planning Linkage Innovations Research Project

The following items must be included in the Family Planning Information, Education, and Clinical Services Linkage Innovations Research Project grant application packages submitted to the Region VI Office of Family Planning. Items marked with an * appear on page 25 of the Application Form PHS 5161-1; they are included here for guidance in assembling the material in a consistent sequence.

ITEM	YES
• *Original copy of the application with an original signature, (not a duplicated copy of an official with the authority to commit the applicant organization to the terms and conditions of a grant, if a grant is awarded. All pages of the application should be numbered.	
• Submit an original and two (2) copies of the application.	
• Table of contents with identifying sections and corresponding page numbers	
The materials should be assembled in the following order:	
• *Form PHS 5161-1 (pages SF 424, SF 424A)	
• *Budget Justification	
• *Required Assurances (Standard Form 424B (4-88), Non-Construction Programs) and Title X Assurance of Compliance signed by the official who signs the application	
• *Certifications regarding 1) Debarment and Suspension; 2) Drug-Free Workplace Requirements; 3) Lobbying; 4) Program Fraud Civil Remedies Act (PFCRA); and 5) Environmental Tobacco Smoke signed by the official who signs the application	
• Project Narrative	
• *Position Descriptions	
• *Resumes of all professional staff	
• Appendices	
• Confirmation of Application Receipt	

Please note that:

- All pages should be numbered.
- Applications should not contain covers, binders, tabs or other extraneous materials as they will be discarded.
- Due date is June 15, 1998.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of Public Health and Science

Office of Family Planning

Region VI

SUPPLEMENTAL INFORMATION AND INSTRUCTIONS FOR PREPARING FAMILY PLANNING
INFORMATION, EDUCATION AND CLINICAL SERVICES LINKAGE INNOVATIONS RESEARCH
PROJECT APPLICATIONS

The following information is provided to assist in the preparation of Region VI Family Planning Information, Education and Clinical Services Linkage Innovations Research Project grant applications under Title X of the Public Health Service Act. This Supplemental Information and Instructions guide is to be used with the Public Health Service Grant Application Form PHS 5161-1 (Rev. 5/96).

SUBMISSION OF APPLICATION

Applications must be postmarked or received at the address below no later than the close of business of the deadline date set by the Region VI Office of Family Planning.

Three complete applications (1 original and 2 copies) are required for review. Please send the signed original and two copies to:

Director
Office Grants Management
for Family Planning Services
1301 Young St., Suite 766
Dallas, TX 75202

BUDGET INFORMATION

All budget information for the items below must be fully explained and justified.

Personnel

On a separate page, list all personnel, professional and non-professional, for whom salary is requested. List each by name and position or by position only if the position is not filled. For each professional staff member, state the percent of time spent on grant-related and on non-grant-related activities. The sum of percentages of time expended by each individual for all professional activities must not exceed 100 percent.

For each non-professional staff member, indicate hours per week on the project.

List the total program effort in hours or percent of the time that personnel (including volunteer staff, professional, technical, secretarial, or clerical) devote to the program, and reflect their contribution in the budget justification even though Federal funds for these salaries have not been requested. Information on both grant and non-grant supported positions is essential in order for reviewers to determine if program resources are adequate.

List the dollar amounts separately for salary and fringe benefits for each employee. In the computation of estimated salary charges, an individual's base salary must represent the total authorized annual compensation that an applicant organization would be prepared to pay for a

specified work period regardless of whether an individual's time would be spent on government-sponsored or non-government-sponsored activities. The base salary for the purposes of computing charges to a PHS grant excludes income which an individual may be permitted to earn outside of full-time duties to the applicant organization.

An applicant has the option of omitting specific salary and fringe benefit amounts for individuals from the copies of the application which are made available to outside reviewer. If you choose to exercise this option, use asterisks on the original and two copies of the application to indicate those individuals for whom salaries and fringe benefits are being omitted; the subtotals must still be shown. In addition, submit a separate page of the application indicating the amount of the salary and fringe benefits requested for each individual listed. This budget page will be reserved for use of internal staff only.

Staff Travel

Enter the amount for staff travel that is essential for the conduct of the program. Describe the purpose of the travel, giving the estimated number of trips involved, the destination(s) and number of individuals for whom funds are requested. Please note that foreign travel is not an allowable cost.

Equipment

List and justify each separate item of equipment costing more than \$500. If you are requesting funds to purchase equipment which is similar to equipment you already have, please explain the need for the duplication.

Supplies

Itemize and justify major types of supplies, such as general office and photocopying expenses (expendable personal property) related to the project, for all supplies purchased with grant funds.

Consultant Costs

Give the name and institutional affiliation of each consultant, if known, and indicate the nature and extent of the consultant services to be performed. Include the expected rate of compensation and total fees, travel, per diem or other related costs for each consultant.

Other

Additional costs associated with operation of the program.

Indirect Costs

Indirect cost reimbursement is limited to the actual indirect cost rate as negotiated with a Federal agency.

Review of Training and Teaching Materials

All training and teaching materials developed or used by the project shall be reviewed by the Federal project officer.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of Public Health and Science

Region VI

**NOTICE OF GRANT FUNDING AVAILABILITY FOR A FAMILY PLANNING INFORMATION,
EDUCATION AND CLINICAL SERVICES LINKAGE INNOVATIONS RESEARCH PROJECT**

Application Consideration and Assessment

1. A clear description of the project, including goals and objectives, methods of achieving objectives, a reasonable work plan and timetable, and a clear statement of results or benefits expected. (20 points)

_____ Provides clear description of project that shows knowledge of problem, populations to be served by project, and types and locations of agencies and organizations to be included in network.

_____ Includes information on Title X and non-Title X family planning providers, Title X grantees, and State Family Planning Administrators.

_____ Includes clearly stated goals and objectives.

_____ Provides clear description of methods employed to achieve objectives.

_____ Work plan and timetable are reasonable.

_____ Statement of results or benefits are realistic.

2. The feasibility of the project and the likelihood of its producing meaningful results, as evidenced by the applicant's sound methodology to measure the extent to which the proposed approach enhances the delivery of family planning/reproductive health education, counseling and/or services to hard to reach populations and its potential for replication. (25 points)

_____ The project is feasible.

_____ The applicant demonstrates likelihood of project producing meaningful results.

_____ Evaluation plan demonstrates a practical, technically sound methodology.

_____ Proposed approach demonstrates potential to enhance the delivery of family planning/reproductive health education, counseling and/or services to the identified hard to reach population(s).

_____ Project demonstrates potential for replication.

3. The history of the applicant organization in successfully providing a variety of services, such as clinical, social, educational, training, vocational, and legal services, to under-served and hard to reach populations or in under-served communities or collaborating with agencies that serve these populations. (25 points)

_____ Applicant demonstrates a sustained history of successfully working with hard to reach populations directly or with organizations that serve hard to reach populations.

_____ Provides evidence of a demonstrated capacity for coordinating a variety of activities--

- advertising the availability of funds for community-based organizations
- assisting community-based organized with proposals
- providing technical assistance
- receiving and screening proposals
- assembling an Objective Review Committee to review proposals
- arranging for the transfer of funds for projects selected for funding
- providing assistance with follow-up and evaluation

4. The administrative and management capability of the applicant organization in relation to the type of project proposed, the project period, and the adequacy of the applicant's resources for the project. (15 points)

_____ Applicant organization currently maintains an office in the region.

_____ Administrative and management capabilities are adequate to carry out type of project proposed, including the ability to coordinate the project across state boundaries.

_____ Applicant has made adequate allowance for securing resources necessary to carry out the proposed project.

_____ Demonstrates an appropriate and realistic budget linked to goals and objectives.

5. Letters of support from community-based organizations indicating their support of the project and their interest in participating in the project. (15 points)

_____ Number of letters of support or interest from community-based organizations in the 5-state region.

_____ Role of community-based organizations that participate in project in providing advice and oversight to the larger project and network.

TITLE X ASSURANCE OF COMPLIANCE

_____ assures that it will:
(Name of Organization)

1. Provide services without subjecting individuals to any coercion to accept services or coercion to employ or not to employ any particular methods of family planning. Acceptance of services must be solely on a voluntary basis and may not be made a prerequisite to eligibility for, or receipt of, any other services.
2. Provide services in a manner which protects the dignity of the individual.
3. Provide services without regard to religion, race, color, national origin, handicapping condition, age, sex, number of pregnancies, or marital status.
4. Not provide abortions as a method of family planning.
5. Provide that priority in the provision of services will be given to persons from low income families.

Further, _____ certifies that it will:
(Name of Organization)

1. Encourage family participation in the decision of the minor seeking family planning services.
2. Provide counseling to minors on how to resist coercive attempts to engage in sexual activities.

From Part 59 – Grants for Family Planning Services, Subpart A, Section 59.5(a) 2, 3, 4, 5, and 6.

(Signature)

(Title)

(Date)

**CONFIRMATION OF APPLICATION RECEIPT FOR
FAMILY PLANNING INFORMATION, EDUCATION AND CLINICAL SERVICES LINKAGES
INNOVATIONS RESEARCH PROJECT**

This Section to be Completed by Applicant:

Name of Project Director:
Telephone:

Applicant Organization (name and address):

Department (if applicable):

FOR OFFICE USE ONLY

**Your Family Planning Information, Education and Clinical Services Linkage Innovations Research
Project was received on this Date:**